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MEMORANDUM FOR: Acting Deputy Director (Administration) **SEP 18 1952**

SUBJECT: Priority Clerical Assignments for the
Office of Research and Reports

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1. Reference is made to the memorandum of 11 September 1952 from Mr. [REDACTED] of your office requesting information in connection with clerical assignments recently made to ORR on a priority basis. Mr. [REDACTED] made a telephone request that a written answer be furnished the Deputy Director (Administration).

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2. The questions raised in the above mentioned memorandum stem from a listing given to the Administrative Officer, ORR in answer to a request for an estimate as to when the clerical employees assigned to that office would report to ORR for duty. Specifically, answers to the following questions were requested:

1. The reason that five applicants for ORR, on whom priority assignment action has been initiated, are estimated to enter on duty as late as November and December.
2. Why steps could not have been taken to get these priority assignment cases here sooner.

The listing referred to comprised 37 individuals 20 of whom had been assigned on 15 August 1952 to ORR on a priority basis. The processing of these individuals, at the time of the assignment to ORR, was in various stages of progress. In order to fill the request for 20 individuals it was necessary to include names of a few persons recently recruited by the Agency and whose cases were ready at that point for initiation of security.

3. The time required for security processing is ordinarily about 90 days. Inasmuch as I&S had been requested to expedite the ORR cases, we had estimated that something less than 90 days would be required, perhaps 60 days. Past experience has demonstrated that in addition to the time required in Security another month is required by the applicant in order for him to give notice to his present employer, resign from his position, travel to Washington and take care of other pertinent personal affairs. After entering on duty with the Agency and before reporting for duty to his assigned office a few days are required for entrance on duty processing and clerical orientation.

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4. The estimates given to ORR as to when the individuals assigned to them would report for duty in that office were based on the above described time requirements. The several applicants on whom security processing was initiated in mid-August would not normally be expected to report to ORR before late November or early December, even where expedite clearance has been requested.

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5. We notice in reviewing our copies of the memoranda from [REDACTED] to Mr. Wolf on the subject at hand that Mr. [REDACTED] has interpreted the estimates given to ORR as the time that full security clearance will be granted. The estimates given to ORR indicated the time of reporting to that office.

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[REDACTED]
Assistant Director (Personnel)

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